



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

PARKS AND LANDSCAPE MANAGER

Class Description

DEPARTMENT/DIVISION: Parks and Landscape Services

DEFINITION

Under general direction, plans, directs, manages, supervises, and coordinates the activities and operations of the parks and landscape division within the District; provides technical advice to the County and conducts Capital Improvement Projects; coordinates assigned activities with other District divisions, outside agencies and the general public; provides highly responsible and complex administrative support to the General Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the General Manager. Exercises general and direct supervision to contractors, office support, technical staff, and vendors.

CLASS CHARACTERISTICS

This is a single-position mid-management classification. The incumbent organizes and oversees day-to-day park and landscape maintenance operations activities and is responsible for providing professional-level support to the General Manager in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other District divisions and public agencies. Responsibilities include performing and directing many of the division's day-to-day administrative functions. This class is distinguished from the General Manager in that the latter has overall responsibility for developing, implementing and interpreting public policy

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for all services and activities of the Parks and Landscape Division, including maintenance of parks, playgrounds, landscapes, facilities, urban forestry, athletic fields, lighting districts, landscape districts, parking zones, and urban trail.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the General Manager; directs the implementation of improvements.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for the Parks and Landscape Division; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Plans, develops, and administers contracts for tree maintenance, landscape maintenance and construction, irrigation design, electrical work, open space maintenance, rodent control, park and playground inspection, and other activities related to the construction, maintenance, and operation of parks and landscapes.
- Inspects District facilities, landscaping and infrastructure on a regular basis and makes recommendations for improvements and repairs.

- Manages and participates in the development and administration of the Parks and Landscape Division annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures.
- Serves as liaison for the Parks and Landscape Division with other District divisions and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides responsible staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Parks and Landscape programs, policies and procedures as appropriate.
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- Prepares records related to work performed and materials and supplies used; researches special projects, evaluates alternatives, prepares reports and recommendations; writes correspondence, and responds to public inquiries and provides pertinent information.
- Develops, implements, and administers employee technical and safety training programs.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Oversees and is responsible for the development of Capital Improvement projects including specifications, estimates and bids for machinery, tools, equipment and contract services, plan development, bidding, contract management and inspection during construction.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maintenance operations management.
- Prepares a variety of agenda reports under the direction of the General Manager.
- Assists the General Manager in reviewing Landscape Architectural plans on behalf of the District; provides technical advice to the development community; provides inspections to ensure plans are implemented according to District ordinances.
- Responds to emergencies as required; coordinates activities with other responders to provide effective response; directs the work of staff and utilization of resources to affect repair and ensure the safety of the community.
- Monitors technological and regulatory changes that affect District maintenance activities; recommends changes to procedures and implements such changes after approval.
- Confers with other divisions on questions regarding matters related to assigned areas of responsibility; negotiates and resolves significant issues.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations and procedures; answers questions and resolves concerns.
- Manages graffiti removal in parks and other landscaped areas.
- Monitors development related to parks and landscaping operations, evaluates impact, and implements policy and procedure improvements.
- Plans the acquisition, layout, and maintenance of new park facilities, lighting districts, landscaping districts, maintenance zones, parking lot zones, and County trail.
- Assists customers, divisions, and employees by providing answers and information regarding specific account information, discrepancies and/or general accounting procedures; and updates related files and divisions on action items.
- Provides for safety training of staff; directs a work safety training program and conducts safety meetings.
- Assists General Manager with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Policies, procedures, equipment, materials, and supplies related to the construction, operation, maintenance, and repair operation of infrastructure, and facilities found in a municipal setting, including parks, playgrounds, landscapes, facilities, urban forestry, special districts and zones, and urban trails.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of maintenance program development and administration.
- Methods of estimating time, labor, materials, and equipment necessary to perform assigned work.
- Materials, methods, and equipment used in landscape construction and maintenance.
- Safety principles, practices, and procedures used for landscape related projects.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation and the training of staff in work procedures.
- Principles of contract administration for parks and landscape maintenance and repair projects.
- Basic principles and practices of budget preparation and administration and Capital Improvement Program development, administration, and accountability.
- Principles and practices of current water conservation and irrigation management technology.
- Irrigation materials, methods, and design concepts.
- Plant and tree diseases and pests, including approved control and eradication methods and proper chemical usage.
- Principles and practices of grant funding application and administration.
- Pertinent state and local laws, codes, and regulations.
- Principles and practices used in dealing with the public.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- General principles of risk management related to the functions of the assigned area.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

Skill in:

- Interpreting, explaining, applying, and enforcing laws, ordinances, and regulations pertaining to parks, landscaping and urban forestry.
- Overseeing park and playground maintenance and beautification, including tree planting and maintenance.
- Developing and implementing goals, objectives, practices, policies, procedures, work standards for the parks and landscape program.
- Selecting, supervising, training and evaluating staff
- Planning, organizing, scheduling, assigning, reviewing, and evaluating the work of staff and contractors.
- Providing administrative and professional leadership and direction for the Parks and Landscape Division.
- Analyzing problems, identifying alternative solutions, project consequences of proposed actions, and implementing recommendations in support of goals.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Developing contract specifications for parks, landscape, lighting, and other maintenance contracts.
- Administering parks and landscape related maintenance and construction contracts.
- Preparing and administering budgets; preparing clear and concise administrative and financial reports.
- Analyzing, interpreting, applying, and enforcing Federal, State, and local policies, procedures, laws, and regulations.
- Reading and interpreting plans, specifications, and diagrams used in the design and construction of parks, playground equipment, athletic fields, special districts and zones, and urban trails.
- Responding to requests and inquiries from the general public.
- Preparing clear and concise reports, correspondence, procedures, and other written materials.
- Preparing and maintaining accurate logs, records, and written reports of work performed.
- Giving, as well as understanding and following, oral and written instructions.
- Making accurate arithmetic calculations.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Organizing own work, setting priorities, and meeting critical time deadlines.
- Working independently in the absence of supervisor.
- Providing exceptional customer service to other District staff and the public.
- Using English effectively to communicate in person, over the telephone and in writing.

- Operating modern office equipment including computer equipment and software programs.
- Accessing, retrieving, entering, and updating information using a computer terminal.
- Effectively representing the District in meetings with governmental and regulatory agencies, and the public.
- Training other staff and volunteers in work procedures.
- Operating a motor vehicle safely.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major course work in public administration, parks administration, horticulture, landscape architecture, or a related field supplemented by four (4) years of increasingly responsible experience in landscape maintenance functions and parks planning, preferably in a public agency setting, with a minimum of two (2) years at a supervisory level.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Possess and maintain proof of auto liability insurance.

Certification:

Possession of State of California Pest Control Advisor's License or Qualified Applicator's License, Certified Arborist Certification, Certified Landscape Water Auditor Certification, Playground Safety Certification, and/or certification or training in any maintenance and construction specialties related to the work are desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various District infrastructure, development sites, field operations and work sites, and to visit various meeting sites; vision to read printed materials and a computer screen and hearing and speech to communicate in person, before groups and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials including confining workspaces, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.